Approved For Release
CIA-RDP70-00211R000200190016-1

Recirculated to RMS

RECORDS CENTER MONTHLY STATISTICAL SUMMARY

MONTH: October 1958

I. ACCESSIONING, DISPOSITION, HOLDINGS

ACTIVITY (Items 2 through 10 in cubic feet)	REPORTING PERIOD	FISCAL YEAR TO DATE	ESTABLISH TO DATE
1. ACCESSION JOBS (Number)	203	503	
2. RECORDS ACCESSIONED	1,105	3,337	38,837
3. RECORDS DISPOSED OF AT CENTER	386	923	3,871
4. RECORDS TRANSFERRED FROM CENTER	94	283	8,091
5. RECORDS HOLDINGS	26,875		
6. DISTRIBUTION MATERIAL RECEIVED	233	923	22,735
7. DISTRIBUTION MATERIAL DISPOSED OF AT CENTER	64	382	6,177
8. DISTRIBUTION MATERIAL TRANSFERRED FROM CENTER	32	185	3,906
9. DISTRIBUTION MATERIAL HOLDINGS	*12,652		
10. TOTAL HOLDINGS	39,527		

II. REFERENCE SERVICES

SERVICE (Number)	REPORTING PERIOD	FISCAL YEAR TO DATE	ESTABLISH TO DATE
11. RECORD DOCUMENTS LOANED	1,650	4,502	58,524
12. INFORMATIONAL REQUESTS	300	1,446	6,642
13. INFORMATION REPORTS	146	852	
14. INTELLIGENCE REPORTS	3,132	18,539	
15. ADMINISTRATIVE ISSUANCES	934	3,102	
16. TOTAL	6,162	28,441	

III. DISTRIBUTION MATERIALS RECEIVED

MATERIAL (Number)	REPORTING PERIOD	FISCAL YEAR TO DATE
17. INTELLIGENCE REPORTS		
A. INITIAL RECEIPT	13,408	53,157
B. RETURNS	2,871	14,141
18. ADMINISTRATIVE ISSUANCES	1,121	13,530
19. TOTAL	17,400	80,828

IV. REPRODUCTION SERVICES

PROCESS (No. of pages)	REPORTING PERIOD	FISCAL YEAR TO DATE
20. OZALID	553	3,139
21. PHOTOCOPY	116	595
22. DITTO	14	276
23. TOTAL	683	4,010

V. SHELVING UTILIZATION

SPACE (Cubic feet)	REPORTING PERIOD
24. TOTAL CAPACITY	71,250
25. UTILIZED	39,527
26. COMMITTED	10,216
27. AVAILABLE	21,507

FORM NO. 1 MAR 57 490j

*Includes 1,308 cubic feet of WW Records - Map Negatives

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